

Qualifications Fact Sheet

What is the Qualifications Catalog?

The Qualifications Catalog is a central library of qualifications (“qualifications” being the HRMS term for all competencies, abilities, licenses, certifications, degrees, etc.) that Washington State will use in recruiting to screen applicants. The catalog was built by DOP and state agencies to best meet the unique needs of state of Washington employers.

Information related to the Qualifications Catalog can be found online at:

<http://www.dop.wa.gov/hrprofessionals/competencies/qualcatalog>.

What is included in the Qualifications Catalog?

The E-Recruiting section of the Qualifications Catalog is organized in two parts:

- **General Qualifications** are those qualifications spanning across all or most positions in Washington State government, such as languages and degrees.
- **Occupational-Specific Qualifications** are those qualifications that are specific to a particular occupational category/job class, such as preparing food for Cooks.

These qualifications are intended to assist with the initial screening in the talent pool and will be viewable by job seekers when they apply. The Qualification Catalog will not include all duties and tasks performed by every job.

The qualification documents will remain on the DOP website as a tool to assist you with processes like completing Position Description Forms, Performance & Development Plans, and identifying position-specific qualifications before and after Release 2 implementation.

How were the qualifications determined for the catalog?

The Qualifications Catalog was created by DOP and agencies to meet the unique needs of state of Washington employers. The purpose of the Qualifications Catalog is to capture the most significant qualifications, especially those that you will use in a first screen of applicants. For instance, instead of screening down your initial pool of candidates using a highly specific qualification (i.e., specific analysis experience with a particular program within your agency), you may search the talent pool based on the general analysis experience, create a job posting specifying the desired specialized experience and create a questionnaire to award points to the most qualified candidate.

We have attempted to strike a balance between what is truly necessary for initial screening and just how much may deter job seekers from completing the qualifications and applying for state jobs. With this in mind, we have determined the following qualifications are more appropriately assessed during other phases of the hiring process:

- Coursework or continuing education.
- Skills required for certification or licensure. For example, the ability to swim 500 yards may be required for a Recreation Specialist, but since it is required for the American Red Cross Lifeguard Training Certificate, it will not be listed as a separate qualification.
- Skills that may be learned in a few days or weeks.
- Vague terms, such as “knowledge of”, “familiar with”, “working with”, etc.
- Qualifications that apply to a small percentage of positions in the occupational category.
- Behavioral or soft skills.
- Experience applying WACs, agency policies, governmental regulations, etc.

Supplemental questionnaires within E-Recruiting will enable agencies to conduct more position-specific screening.

Is it possible to add qualifications to the Qualifications Catalog?

If upon review, an agency determines something critical is absent, or a need arises in the future, the Qualifications Catalog is a living tool that may be updated. We encourage review of the qualifications and proficiencies and suggest requests for initial changes or additions be submitted to DOP by July 14th. This enables modifications before any agency pre-work occurs (such as assigning qualifications to positions) and before job seekers begin to apply.

Requests for additions should be submitted to the DOP Recruitment and Assessment Team at QualificationsTeam@dop.wa.gov. DOP will need to know the qualification, the associated proficiency scale and to which occupational category it should be assigned. DOP would like to encourage employers to begin utilizing the system before submitting numerous additions to the Catalog. Additionally, DOP will not make additions to the Catalog based upon requests from supervisors directly, and recommends each agency determine an internal process, including whom within your agency may request additions.

What are inherited qualifications and how are they assigned?

Inherited qualifications are qualifications assigned at the “job” (job class within HRMS) level in the system (HRMS Organization Management). When inherited qualifications are assigned, each position in that job class “inherits” those qualifications with the assigned proficiency level. By associating inherited qualifications to job classes in HRMS, agency work to assign qualifications to positions within HRMS and within the E-Recruiting System to create requisitions will be reduced. Information in E-Recruiting is pre-populated from HRMS.

Because of the nature of inherited qualifications, individual agencies should determine any inherited qualifications and appropriate proficiency levels for their own agency-unique classes. DOP has done an initial review and determined several legal requirements that will be assigned at the job level.

These include:

- Industrial Insurance Appeals Judges 1, 3, and 4: Requires active or judicial membership in the Washington State Bar Association
- Dental Hygienist 1 and 2: Requires Dental Hygienist license
- Licensed Practical Nurse 1, 2, 4: Requires LPN license
- Psychiatrist 3 and 4: Requires license to practice medicine and surgery in the state of Washington
- Registered Nursing Services (Registered Nurse 1, 2, 3, 4; Occupational Nurse Consultant; Nursing Care Consultant; Nursing Consultant - Public Health; Nursing Consultant - Institutional; Nursing Consultation Advisor; Community Nurse Specialist; Occupational Nurse Consultant Supervisor): Requires RN license
- Claims Officer 1, 2, 3, 4: Requires current admission to practice law in the state of Washington

Requests to assign inherited qualifications should be submitted to the DOP Recruitment and Assessment Team at QualificationsTeam@dop.wa.gov by July 14th. Requests may be made after this date, including following September 30th.

Assigning Qualifications to Positions

If general and occupational specific qualifications are already in the catalog, why do we need to assign qualifications to positions?

The qualifications are assigned to broader occupational groups within the catalog. Assigning qualifications to individual positions will assist recruiters as they create requisitions in the E-Recruiting system. As hiring needs occur, these qualifications, as well as other organizational data will automatically populate the requisitions.

This work may also assist with workforce planning. For instance, if qualifications are assigned to positions, employers may run a report to determine how many positions within their organization require a particular license or certification.

How do we determine which qualifications, if any, to assign to our positions?

This should be done in conjunction with the supervisor of the position(s). Qualifications designated to positions from the Qualifications Catalog must align with the documented skills and abilities required for that position.

It should be noted that this does not substitute for the official job analysis or process required to document a position's required skills and abilities.

How are the qualifications assigned to positions and available in E-Recruiting?

Agencies will have the ability to assign qualifications and proficiency scales from the Qualifications Catalog to their positions in the HRMS system (Organization Management) beginning in August. Information is uploaded several times a day to the E-Recruiting system. This pre-work is not required; however, it will assist recruiters creating requisitions in the E-Recruiting system.

Job Aids will be provided to Change Agents at the August meeting. A Production Lab will be offered in August for assistance if needed. Please see Qualification Pre-Work documents for specific details to aid with the pre-work for this task.

Does my agency have to identify position specific qualifications within the system in August?

No. August is the first opportunity for agencies to assign qualifications and proficiency scales from the Qualifications Catalog to their positions in HRMS. This work may also be done at the time of recruitment. It is recommended that agencies consider assigning qualifications to those jobs that have high turnover, or that they anticipate will need recruitment immediately following implementation of the E-Recruiting system.

If you have questions, please contact your Client Service Manager directly or submit an e-mail to: HRMSRelease2Client@dop.wa.gov.